

CHAPTER III

***FUNCTIONAL REQUIREMENTS AND SYSTEM MODULES FOR
THE CRIMINAL JUSTICE INFORMATION SYSTEM***

CHAPTER III: FUNCTIONAL REQUIREMENTS AND SYSTEM MODULES FOR THE CRIMINAL JUSTICE INFORMATION SYSTEM

In the previous chapter, we described the current automated systems in place in the judicial branch and in the different criminal justice agencies. We also reviewed the processes and interfaces that are currently handled through manual procedures.

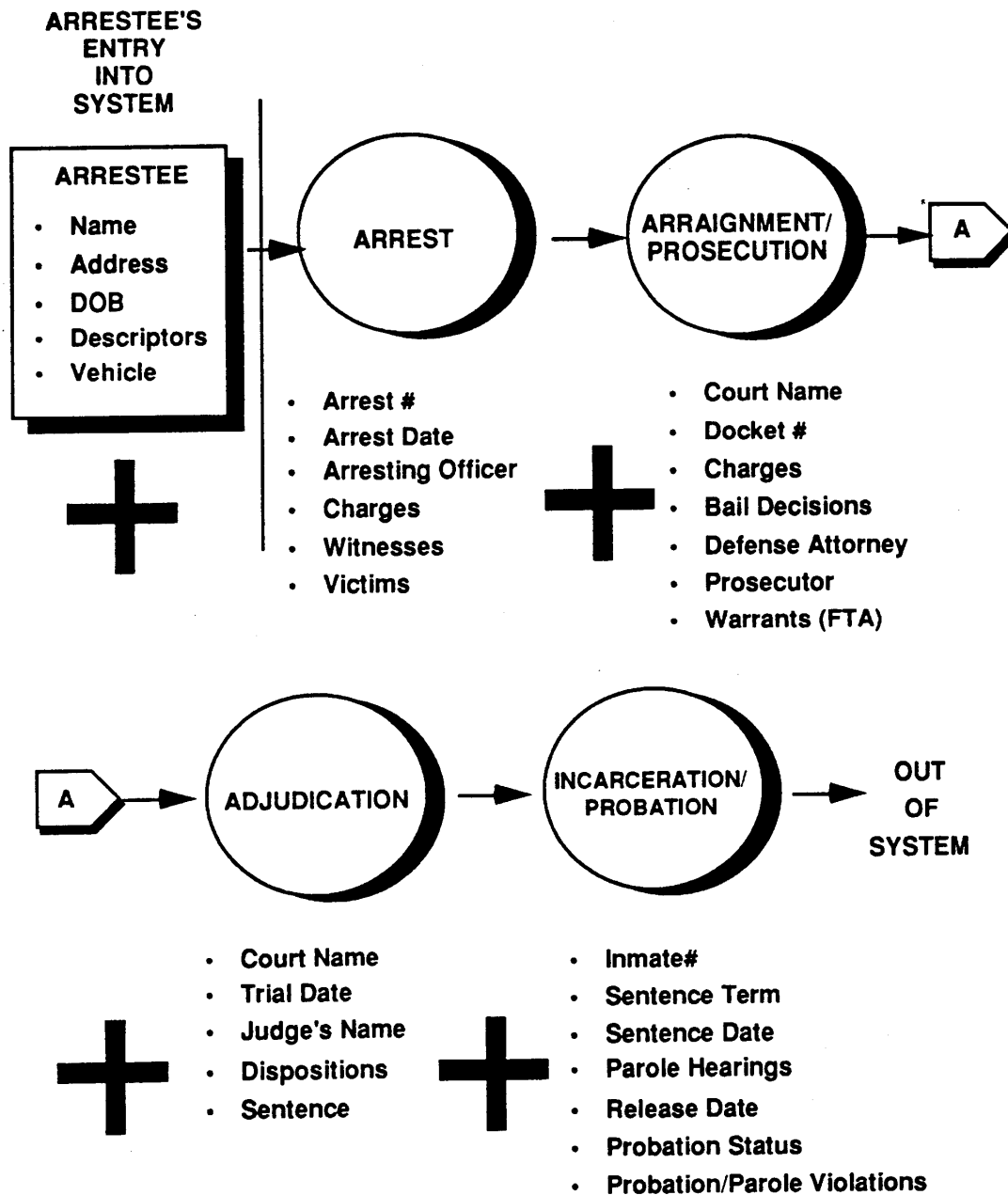
This chapter presents a review of the major functional requirements and system modules for the New Hampshire CJIS. The chapter is based on interviews that MAXIMUS conducted with criminal justice officials during Phase II of the project. The goal of these interviews was to identify specific processes and interfaces that would benefit from the implementation of a comprehensive CJIS.

A functional requirements analysis is an important first step in the planning and development of a large-scale automated systems involving multiple organizations. The functional requirements analysis provides the basis for subsequent development of the General Design for the system and for the assessment of alternative system architectures. The preliminary functional requirements analysis presented in this chapter provides only an overall assessment of the basic requirements for the CJIS. During subsequent planning and design activities, it will be necessary to conduct a more detailed requirements analysis involving work groups representing each of the criminal justice agencies and the courts.

Exhibit III-1 presents an overview of the data that are collected and shared on criminal defendants as they pass through different stages of the criminal justice system. The exhibit indicates that many data elements are carried through from one stage to the next and could be transmitted electronically if an effective system of automated interfaces were in place among the different criminal justice agencies and the courts. It should also be noted that data can flow backwards through the process.

Exhibit III-2 presents a matrix summarizing the key interfaces among the criminal justice agencies and the courts, focusing on the general types of information that are exchanged among these entities. The columns in the exhibit show the users of the information, while the rows in the exhibit show the sources of the information. This exhibit

Exhibit III-1
EXAMPLES OF KEY DATA ELEMENTS REFLECTING
DIFFERENT STAGES OF CRIMINAL CASE PROCESSING



**NOTE: Data can also flow backwards through the system*

9059-III-1-bt

Exhibit III-2
PRIMARY TYPES OF INFORMATION CURRENTLY EXCHANGED
BY CRIMINAL JUSTICE AGENCIES AND THE JUDICIAL BRANCH

<div> <div>USER AGENCIES</div> <div>PROVIDING AGENCIES</div> </div>	CENTRAL REPOSITORY	JUDICIAL BRANCH	LAW ENFORCEMENT AGENCIES	PROSECUTORS/ ATTORNEY GENERAL	DEPARTMENT OF CORRECTIONS
CENTRAL REPOSITORY	X	<ul style="list-style-type: none"> Criminal Records Offender Identification 	<ul style="list-style-type: none"> Criminal Records Offender Identification 	<ul style="list-style-type: none"> Criminal Records Offender Identification 	<ul style="list-style-type: none"> Criminal Records Offender Identification
JUDICIAL BRANCH	<ul style="list-style-type: none"> Dispositions Warrants (Pilot) 	X	<ul style="list-style-type: none"> Dispositions Scheduling Information Warrants Restraining Orders Prisoner Transportation 	<ul style="list-style-type: none"> Dispositions Court Schedules Self Status 	<ul style="list-style-type: none"> Dispositions Probation Terms
LAW ENFORCEMENT AGENCIES	<ul style="list-style-type: none"> Arrests UARs Fingerprints Criminal Incidents 	<ul style="list-style-type: none"> Arrest Information Charges 	X	<ul style="list-style-type: none"> Self Status Arrest Information Charges Evidence Investigation Reports 	<ul style="list-style-type: none"> Arrests of Persons on Probation/Parole
PROSECUTORS/ ATTORNEY GENERAL	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Charges Investigations 	<ul style="list-style-type: none"> Case Status 	X	<ul style="list-style-type: none"> None
DEPARTMENT OF CORRECTIONS	<ul style="list-style-type: none"> Releases Violations/ Revocations 	<ul style="list-style-type: none"> Inmate Status Parole/ Probation Status PSIs Violations 	<ul style="list-style-type: none"> Probation/ Parole Data 	<ul style="list-style-type: none"> Parole Hearings Releases Sentence Reduction Petitions 	X

9059-III-2-bt

serves to highlight the types of information that could be shared electronically through a CJIS network.

In the sections below, we describe the functional requirements for the new CJIS system with regard to the following major system modules:

- o the Arrests and Criminal Incidents Module;
- o the Prosecution, Case Scheduling and Court Hearing Module;
- o the Disposition and Sentencing Module;
- o the Pre-Sentence Investigation Module;
- o the Bench Warrants and Restraining Order Module; and
- o the Incarceration, Probation, and Parole Module.

For each of these proposed system modules, we present a brief synopsis of the limitations of current interfaces in the criminal justice system, followed by a description of functional requirements for the new system.

A. THE ARRESTS AND CRIMINAL INCIDENTS MODULE

The Arrests and Criminal Incidents Module of the new CJIS system will encompass the following major interfaces:

- o transmittal of arrest information to the Central Repository; and
- o transmittal of information on criminal incidents and arrests for federal reporting;
- o transmittal of arrest and charging information to the prosecutors;
- o transmittal of arrest and charging information to the courts; and
- o transmittal of criminal intelligence information.

1. TRANSMITTAL OF INFORMATION ON ARRESTS TO THE CENTRAL REPOSITORY

Under current procedures, the transmittal of information on arrests to the Central Repository is subject to delays and incomplete reporting. This undermines the integrity of the criminal history records information system. In addition, the current procedures result in

the duplicate recording of information and other time-consuming and error-prone procedures.

1.1 Limitations of Current Procedures and Interfaces

The current procedures by which local law enforcement agencies transmit information on arrests to the Central Repository are completely manual. The Central Repository receives the DSSP Fingerprint Cards from local arresting agencies through the regular mail or by courier. The Central Repository has asked each arresting agency to send in the fingerprint cards once per week. However, many of the smaller towns send in the cards once per month. Most of the fingerprint cards received from local police departments are complete. However, if information or signatures are missing, the cards have to be mailed back to the police department.

When a new fingerprint card arrives, the clerical staff conduct an inquiry on the name and date of birth to determine whether there is already a record for the defendant. The Central Repository staff key enter the data from the card onto the Central Repository's automated system. The Tracking Number (TN) on the card is also key entered.

The fingerprint card is then filed. In addition, the fingerprint clerks conduct a search of the fingerprint files to determine whether the arrestee may have an existing card under an alias.

As noted in the previous chapter, one of the problems faced by the Central Repository is that a large percentage of arrestees are not fingerprinted by the arresting agencies. The limitations of the current procedures have been documented by MAXIMUS in our Baseline Audit Report, which was submitted to New Hampshire in December 1994.^{1/} During the Baseline Audit, we found that there is often little consistency among, or even within, police departments as to what types of crimes require fingerprinting. Some departments require fingerprinting for all arrests (including violations), others just for felonies, while still other departments require fingerprints for just felonies and misdemeanors. Some departments leave the decision to the individual officers.

^{1/} New Hampshire CJIS Baseline Audit, MAXIMUS, Inc., December 1994.

As previously noted, we found that all of the large police departments fingerprint 100 percent of felony arrestees, but that only 78 percent of these departments fingerprint all misdemeanor arrestees, and only about 33 percent fingerprint all persons arrested for violations. Of the mid-size departments in our survey, we found that only 91 percent fingerprint all persons arrested for felonies, 77 percent fingerprint all misdemeanor arrestees, and only 43 percent fingerprint all persons arrested for violations. Finally, among the small police departments in the survey, we found that only 87.5 percent fingerprint all persons arrested for felonies, only 70 percent fingerprint all misdemeanor arrestees, and only 37.5 percent fingerprint all persons arrested for violations. For the large police departments, it was found that the average number of fingerprint cards submitted each month represented only about 70 percent of all arrests each month.

In cases where the arresting agency does not fingerprint the arrestee, the FBI cannot be notified of the arrest and there is no record of the arrest on the CHRI database. In addition, there is no tracking number (TN) for following the case through to disposition. The TNs are designed for use in tracking cases through the courts. This enables cases to be tracked even if a charge is reduced.

When the disposition information is subsequently received from the courts, the Central Repository staff conduct a search of the database to match the disposition with the arrest. However, because of the large percentage of cases where the arrestee has not been fingerprinted, **no record of an arrest can be found for a substantial percentage of the dispositions.**

When a disposition is received from the courts and there is no fingerprint card for the arrest, the Central Repository cannot create an arrest record, so there will never be complete arrest information for the case. The Central Repository staff have been instructed to maintain information on the arresting agency in these cases, if this can be determined from the disposition reports. In addition, the local police departments do maintain their own arrest records even if they do not fingerprint all arrestees. However, the current procedures make it difficult to maintain the integrity and completeness of the criminal history records

information at the Central Repository. As we noted in the previous chapter, our Baseline Audit Report made the following observation:

"A significant amount of the missing data is the direct result of not fingerprinting suspects as soon as they enter the criminal justice process. If fingerprints are not taken and a tracking number is not assigned, it is impossible to link arrest and subsequent disposition data positively for criminal history purposes. From the standpoint of the criminal history records system, it is as if the arrest never occurred."^{2/}

Another problem is time lags in the submittal of the fingerprint cards to the Central Repository. As indicated previously, the MAXIMUS Baseline Audit found that 10 percent of small police departments took longer than one month to submit fingerprint cards to the Central Repository and that 9 percent of mid-size departments took longer than a month.^{3/} The problem of time lags can be significant in the case of arresting agencies which have to rely on outside booking stations. For example, the State Police Troops often have to book arrestees at a county jail or local police department because of driving distances. In these cases, the fingerprint cards, the Incident Report, the Arrest Report, and other paperwork still have to be processed at the Troop. This can cause time lags of several weeks in the processing of the fingerprint cards.

1.2 Functional Requirements for the CJIS

The proposed CJIS system must allow arresting agencies and booking stations to transmit the arrest information contained on the Fingerprint Cards electronically to the Central Repository. This information must include all of the fields currently on the fingerprint cards, including the Tracking Number, the name and address of the arrestee, date of birth, physical descriptors, race, citizenship, social security number, arresting agency, information about the offense and the arrest, the charge, the court where the case has been filed, court date, and alias information (if available).

^{2/} New Hampshire CJIS Baseline Audit, MAXIMUS, Inc., page II-20.

^{3/} New Hampshire CJIS Baseline Audit, MAXIMUS, Inc., page II-22.

The system must allow local enforcement agencies to transmit the above information immediately or on a same-day basis. The system must include automated edits that preclude local arresting agencies from transmitting arrest information that is incomplete in terms of mandatory fields (to be specified).

To ensure that the CJIS system has maximum impact in improving the integrity and completeness of the criminal history record information, our Baseline Audit Report recommended that legislation be enacted to require the fingerprinting of all persons for felonies and misdemeanors, and to provide for post-conviction fingerprinting of summons and indictment cases. We also recommended that training be provided to local arresting agencies for local police to reinforce policies and procedures for fingerprinting and use of the Tracking Number. To the extent feasible, automated booking will enforce the fingerprinting requirements.^{4/}

In the short-term, the CJIS system must generate lists of all arrests that have been made by local arresting agencies and submitted to the Central Repository. These lists will allow the Central Repository to monitor and identify cases where:

- o a disposition is received from the courts but there is no record of an arrest on the lists; and
- o cases where dispositions are not subsequently received for specific arrests.

With regard to Tracking Numbers, the system must link all related charges to a single Tracking Number in order to establish a consistent process of recording criminal history records for Tracking Numbers with multiple charges.

Over the longer-term, an AFIS system should be implemented for the automated transmittal of fingerprints directly from the booking stations to the Central Repository. This would eliminate the delays involved in transmitting the fingerprints and matching them with existing cards.

^{4/} New Hampshire CJIS Baseline Audit, MAXIMUS, Inc., page III-3

2. TRANSMITTAL OF INFORMATION ON CRIMINAL INCIDENTS AND ARRESTS FOR FEDERAL REPORTING

As part of the FBI uniform crime reporting (UCR) system, local arresting agencies transmit selected data on criminal incidents and arrests to the Central Repository, using standardized FBI data elements. The Central Repository then compiles the information and forwards it to the FBI. The UCR reporting system is voluntary, but states are encouraged by the FBI to maximize the reporting of information by local arresting agencies for purpose of monitoring national crime trends.

2.1 Limitations of Current Procedures and Interfaces

The UCR reports have traditionally been sent to the Central Repository by local arresting agencies in hard copy aggregate form. The Department of Safety, however, is in the process of implementing the automated National Incident Based Reporting System (NIBRS). Approximately 120 local police departments in New Hampshire will be participating in this system. The system will run on PC Oracle software at agencies which do not have their own automated systems or which are not tied into other systems. These departments have been given the format for file transfers to an ASCII file. Submittal of data to the Central Repository will be conducted by direct download via modem (the preferred system) or by floppy disk.

2.2 Requirements for the New CJIS System

The new CJIS system should support and expand current initiatives to provide local arresting agencies with the means to transmit UCR criminal incident and arrest data electronically to the Central Repository. This must be done in a way that will allow the Central Repository to transmit the data electronically to the FBI without any significant re-processing or editing of the data received from the local arresting agencies. The proposed telecommunications backbone system should ultimately serve as the mechanism for the direct transmittal of data to the Central Repository by local law enforcement agencies.

For the larger police departments that already have their own automated systems (for example, the Manchester Police Department), the CJIS system should include resources for the development of software (if necessary) to allow the departments to transmit their UCR data electronically to the Central Repository.

3. TRANSMITTAL OF ARREST AND CHARGING INFORMATION FROM LAW ENFORCEMENT AGENCIES TO THE PROSECUTORS

The CJIS requirements for this interface are described below.

3.1 Limitations of Current Procedures and Interfaces

The referral of criminal cases to prosecutors and Public Defenders is handled through inefficient and time-consuming manual procedures that create unnecessary clerical work for police departments and prosecutors. In addition, arresting agencies often have to rely on the use of manual logs to track the status of cases referred for prosecution.

In felony cases, the arresting agencies refer the cases to the county attorney or to the Attorney General's Office, as appropriate. In Concord and Manchester, the local police departments file their Complaints with the City Prosecutor. If the case is prosecuted by a county attorney or city attorney, copies of the Complaint are sent to the prosecutor, accompanied by a copy of the Arrest Report and the agency's documentation on each case, to allow the prosecutor to prepare the prosecution. The arresting agencies often keep a handwritten log of Complaints for tracking purposes. The prosecutor keeps a copy of the Complaint and sends a copy back to the arresting agency after the case is disposed.

In misdemeanor cases, most arresting agencies conduct their own prosecutions and file the Complaints directly with the courts (see Section 4 below).

3.2 Requirements for the CJIS

The system must provide for the automated transmittal of arrest and Complaint information from the arresting agencies to the Central Repository for subsequent transmittal to the County and City Attorneys and to the AG's Office in appropriate cases. By routing

the information through the Central Repository, the system will ensure that the Central Repository obtains all of the relevant information on each arrest and will also ensure that the data are complete.

The information that should be forwarded to the prosecutors must include the name and date of birth of the arrestee, the type of offense, the date of the arrest, the name of the arresting officer, the Tracking Number, the arresting agency, the charge(s), bail status, custody status, case status, arraignment date, and other necessary data. In the longer-term, consideration should be given to the use of imaging of relevant documents in the arresting agency's case file for automated review by City/County Attorneys. These documents might include bail paperwork, investigation reports, statements of witnesses, written evidence, and search warrants.

The system must provide for the automated transmittal of arrest and Complaint information from the arresting agencies to the local Public Defender's Office. This must include the same information that is transmitted to the prosecutors.

The system should provide the county sheriffs with access to the County Attorneys' data to obtain additional information for enforcing Orders of Arrest.

4. TRANSMITTAL OF ARREST AND CHARGING INFORMATION FROM LAW ENFORCEMENT AGENCIES TO THE COURTS

A large percentage of misdemeanor cases in New Hampshire are prosecuted directly by the local arresting agencies rather than by the county or city attorneys. In these cases, the arresting agency is responsible for providing the District Courts with information on the arrest and charge for inclusion in the court's case records and automated systems.

4.1 Limitations of Current Procedures and Interfaces

In cases where the local arresting agency is prosecuting the case directly, the arrest and charge information is transmitted to the courts exclusively through manual procedures. This process is inefficient and error-prone because it is difficult to track the referrals and because the courts have to key in the information on SUSTAIN after it has already been

filled out in handwritten form by the arresting officer. Accordingly, the process often involves duplicate data entry of the arrest and charging information by the arresting agencies and courts.

In the District Courts, cases are set up on the SUSTAIN system on the basis of the Complaint documents. The Complaints are completed manually by local Police Departments, state troopers, and other arresting agencies. No electronic interface currently exists between the arresting agencies and the District Courts for the transmittal of complaint information. The Superior Courts do not receive any cases directly from local arresting agencies, but receive this information through the County Attorneys.

4.2 Requirements for the CJIS

For law enforcement agencies that have their own automated systems, the CJIS should allow the agencies to transmit data on arrests and charges electronically (via the Central Repository) to the District Courts and Superior Courts in cases where a Complaint has been filed. This information would include the nature of the offense, the Tracking Number, information on the defendant (such as name, address, date of birth, social security number, operators license number, vehicle information, aliases, and physical descriptors), date of the offense and the arrest, and the name of the arresting agency and officer. The system must include automated edits to ensure that the information is complete and accurate. It should be noted that any plans to develop an electronic interface would have to address the issue of common data element definitions. For example, the definition of "filing date" for a police department may be different from the courts' definition.

Since many of the smaller police departments lack automated systems, the electronic interface between law enforcement agencies and the courts (via the Central Repository) could be implemented in phases, with priority being given to the larger police departments that are already automated and have large arrest volumes.

5. TRANSMITTAL OF CRIMINAL INTELLIGENCE DATA

The New Hampshire Law Enforcement Name Search System (LENS) is a statewide pointer index system for criminal intelligence. LENS is the only system of its type in New Hampshire and the sole narcotics intelligence system for the state.

5.1 Limitations of Current Procedures

The LENS system is currently housed on a standalone PC at the State Police Intelligence Unit in Concord. Police departments wishing to enter suspects into the system must do so by mailing the entry information to the state police. It is then entered by hand. The system is available for inquiries but only during business hours from Monday to Friday.

LENS suffers from sever limitations due to the lack of automation in the system. For example, narcotics units that are planning raids are unable to access the system in order to ensure against conflicting investigations with other agencies.

5.2 CJIS Requirements

The new CJIS system must allow local departments to transmit information to the LENS system electronically. The new system must also allow the State Police Intelligence Unit to provide intelligence data to local police departments through an automated query.

B. PROSECUTION, CASE SCHEDULING, AND COURT HEARING MODULE

This module of the new comprehensive CJIS system will cover the following major functions:

- o transmittal of case information by prosecutors to the courts;
- o case scheduling and case management;
- o notifying law enforcement agencies of court hearings; and
- o prisoner transportation.

1. TRANSMITTAL OF CASE INFORMATION BY PROSECUTORS TO THE COURTS

Following the initial arraignment, the prosecutors must notify the courts of subsequent changes in the charges being brought against a defendant. In addition, the prosecutors must notify the courts of direct indictments in which the defendant has not been previously arrested.

1.1 Limitations of Current Procedures and Interfaces

Under the current procedures, information on arraignments is captured on the SUSTAIN system at those courts that have implemented the system. This information includes the original charges brought against the defendant at arraignment. However, there is currently no automated interface for prosecutors to notify the courts of subsequent changes in the charges against the defendant. Nor is there an automated interface for prosecutors to notify the courts of direct indictments in which an arrest has not occurred.

1.2 CJIS Requirements

The system must allow county/city attorneys and the AG's Office to transmit information electronically to the courts in cases in which charges have been dropped or reduced, and cases involving direct indictments. In the case of direct indictments (where the Central Repository will have no record of an arrest), the system must notify the Central repository automatically of dispositions and sentences.

2. CASE SCHEDULING AND CASE MANAGEMENT

Following initial arraignment, the courts establish schedules for pre-trial motions and hearings and for actual trials in criminal cases. The Clerks of Court usually follow standard time frames for discovery, filing of motions, and pre-trial dates. However, priority is usually given to cases where the defendant is incarcerated pre-trial and to the oldest cases on the docket.

2.1 Limitations of Current Procedures and Interfaces

The County Attorneys do not have any automated interface with the courts in terms of accessing or transmitting scheduling information on pre-trial hearings, trials, or other case scheduling actions. After a case has been filed with the court, the County Attorneys receive a series of hard copy Hearing Notices from the court, which provide information on the defendant's name, docket number, pre-trial date, trial date, and other events.

In counties where the County Attorneys have an automated system, this information is key-entered by the clerical staff onto the system. Copies of the Hearing Notices are then typically forwarded to the Victim-Witness Coordinators to notify victims and witnesses of upcoming hearings and trial dates. Copies must also be made for the Assistant County Attorney assigned to the case.

The same basic situation applies to the Attorney General's Office. When a Superior Court is planning to hold a hearing on one of the Attorney General's cases, the AG's Office receives a piece of paper from the court to this effect. The AG's Office has no automated access to any of the courts' scheduling systems (for example, through SUSTAIN).

The Public Defender's Offices do not have access to SUSTAIN for obtaining information on case scheduling. The Public Defenders are typically provided with a hard copy list of scheduled arraignments at least one day before the arraignments are scheduled. Manual procedures are used to notify the Public Defender's Offices of subsequent pre-trial hearings and trials.

2.2 CJIS Requirements

The CJIS system must include an automated interface in which the SUSTAIN system is used to notify county/city attorneys, the AG's Office, and public defenders of all scheduled pre-trial hearings and trials in their cases, including deadlines set by the judge for discovery and other activities. Under the new system, prosecutors and public defenders must have access to the SUSTAIN system (on a "read-only" basis) to obtain information on the status of cases, including "next event scheduling."

Subject to review and approval by the Judicial Branch, the system should allow prosecutors to enter data on victim and witness availability and other factors affecting readiness for hearings and trials. This data might be entered into the system at the time of arraignment and subsequently updated to alert the courts to potential scheduling issues. The system might also include a case prioritization system that would allow the court clerks and prosecutors to determine those cases which are most ready to be processed on scheduled trial dates. The system should make this information accessible to court personnel for possible use in scheduling cases.

The system must allow the District and Superior Courts to notify the Public Defender's offices automatically of cases where a defendant has requested a court-appointed attorney and has been found qualified on financial criteria. Information on the defendant should also be transmitted automatically to the Public Defender's Office and to the Office of Cost Containment.

3. NOTIFYING LAW ENFORCEMENT AGENCIES OF COURT HEARINGS

The Superior Courts and District Courts must notify local arresting agencies of upcoming court proceedings in which the arresting officer is required to testify. These may include arraignments, pre-trial hearings and actual trials.

3.1 Limitations of Current Procedures and Interfaces

The procedures for notifying local arresting agencies of upcoming court hearings are entirely manual in nature and are inefficient and time-consuming for both the courts and the arresting agencies. The District Courts and Superior Courts may notify the local arresting agencies of court hearings by sending over Notices of Hearings, including the names of the officers who have to appear. These lists may then be posted for the officers to consult. In felony cases, police departments may obtain the listings of upcoming court appearances through liaison officers assigned to the County Attorney to assist in case preparation. This liaison officer may then prepare lists of cases to notify officers when they have to appear at a

trial. None of the local law enforcement agencies in New Hampshire currently has access to the Judicial Branch's SUSTAIN system.

3.2 CJIS Requirements

The CJIS system should allow the District and Superior Courts to notify local arresting agencies of upcoming hearings or trials through an automated interface, and should also allow the arresting agencies to have inquiry access to the information. The information to be transmitted to local law enforcement agencies should include the name of the defendant, the date of arrest, the docket number, and the date and time of the hearing or trial. This automated linkage should be phased in, beginning with the larger law enforcement agencies that have already installed automated systems. Private attorneys and pro se defendants might also be allowed access to the information.

4. PRISONER TRANSPORTATION

The County Sheriffs are responsible for transporting prisoners between the courts, the State Prison and the county jails. The County Sheriffs are notified by the courts of upcoming hearings in which an inmate must be present. They are then responsible for contacting the State Prison or county jail and making arrangements to transport the inmates.

4.1 Limitations of Current Procedures and Interfaces

The current interface between the courts, the Sheriffs, and the county jails is largely manual. One of the major problems with the current procedures is that court hearings are often cancelled the day before they are due to be held (because of plea bargains or continuances), but the sheriff's department is not notified in time. As a result, prisoners are often transported unnecessarily to the courts.

The sheriff's departments receive hard copy transportation orders from the Superior Courts and the District Courts whenever a hearing or trial is scheduled. Most of the defendants are housed at the county jails. Of the 10 county jails, 5 have automated systems, but they are not linked to the sheriff's departments. In the typical case, the county jail may

provide the sheriff's department with a hard copy list of current inmates. The department reviews this list whenever they receive a transportation order from the court, and then contacts the jail by telephone to notify the jail of the transportation order.

4.2 Requirements for the CJIS

The CJIS should provide an automated interface between the courts, the county sheriffs departments, the county jails and the State Prison to facilitate prisoner transportation. This interface would include:

- o automatic notification of the courts concerning the specific facility in which the prisoner is being held;
- o automatic transmittal of prisoner transportation orders by the courts to the sheriffs departments, county jails, and State Prison; and
- o automatic notification of cancellations of prisoner transportation orders as soon as court hearings are cancelled or postponed.

The types of information to be transmitted should include the name of the defendant, the name of the court, the place of confinement, the destination, the purpose of the transportation, and the date and time of the court hearing. An automated interface should also be developed between the sheriff's departments, the county jails and the State Prison so that the sheriffs have automatic access to listings of current inmates.

C. THE DISPOSITION AND SENTENCING MODULE

This module of the proposed CJIS system will cover the following major interfaces and functions:

- o transmittal of disposition and sentencing information to the Central Repository;
- o transmittal of disposition and sentencing information to local law enforcement agencies;
- o transmittal of information on sentences and appeals to prosecutors and public defenders;
- o transmittal of disposition and sentence information to the Department of Correction and county jails;

- o transmittal of information on indigent offenders; and
- o transmittal of information on sexual offenders.

1. TRANSMITTAL OF INFORMATION ON DISPOSITIONS TO THE CENTRAL REPOSITORY

The courts are required by statute to transmit information on dispositions to the Central Repository for inclusion in the criminal history records information database. Timely and complete information on dispositions is critical to the integrity of the CHRI database.

1.1 Limitations of Current Procedures and Interfaces

As noted in the previous chapter, our Baseline Audit found that there are a number of problems in the current procedures for reporting dispositions, due partly to the fact that there is currently no automated interface between the courts and the Central Repository for the transmittal of disposition information. These problems are as follows:

- o lack of timeliness in the reporting of many of the dispositions to the Central Repository;
- o failure to transmit dispositions to the Central Repository in a certain percentage of cases, primarily cases involving dismissals and nolle prosequi decisions; and
- o errors and omissions in the transmittal of disposition data.

In the case of the District Courts, the disposition information is sent in the form of the Complaint/Abstract forms. The front side of the Complaint provides details of the offense and the name of the defendant, while the other side of the Complaint (the "Abstract") contains details on the disposition, including the docket number, the plea, the finding (guilty/not guilty/dismissed), the sentence, and any probation or parole terms. In the case of the Superior Courts, the disposition information for each case is sent manually to the Central Repository on the "Return from Superior Court." The Central Repository also receives notification of all probation and parole violations from the Superior Courts. These arrive by mail.

As noted previously, many of the dispositions received by the Central Repository from the Superior Courts are as much as three weeks old when they are received. In addition, the Baseline Audit revealed that about 10 percent of dispositions are not received by the Central Repository within one month after the disposition of the case by the courts.

As we indicated in Chapter II, the survey results from the Baseline Audit also indicated a significant discrepancy between the number of cases filed each month and the number of dispositions submitted to the Central Repository, especially from the District Courts. The main reason for disposition data not being forwarded to the Central Repository is that a large number of court clerk offices do not send disposition data to the Repository for nolle prosequi and dismissed cases. It was also found that a certain percentage of dispositions are simply lost while being sent to the Central Repository.

When the disposition forms are received at the Central Repository, the disposition data are key entered by the Central Repository staff onto the automated system, including the pleas, the findings, and the sentences. The staff then conduct a search for the arrest using the offender's name in the fingerprint files.

The current procedures are inconvenient and time-consuming for the court personnel as well as for the Central Repository Staff and involve duplicate recording of information. In the District Courts, the disposition information is written by hand on the Complaint forms. The forms then have to be mailed to the Central Repository and manually reviewed by the Central Repository staff. At the courts which have not yet implemented the SUSTAIN system, the procedures are even more cumbersome. The courts frequently receive telephone calls from the Central Repository inquiring whether disposition information is available on arrest cases.

A final weakness identified by the Baseline Audit pertains to cases in which the offender is never arrested (direct indictments). If the defendant is summoned or indicted and appears in court without having been arrested or fingerprinted, no tracking number is established. When the disposition is sent to the Central Repository, the staff have no record of an arrest.

1.2 CJIS Requirements

The new CJIS system must allow individual courts to transmit data on dispositions electronically to the Central Repository, except in cases involving juveniles (the juvenile dispositions are confidential under state law and are not currently transmitted to the Central Repository). The transmittal of data should ideally occur as soon as possible after the data have been keyed into the SUSTAIN system and then validated by court personnel. The data would then be transmitted in the form of validated batch transfers. This will help ensure that the Central Repository's database is always current. The specific data to be transmitted to the Central Repository must include the Tracking Number (TN), the offender's name and address, the offender's date of birth and driver's license number, the arresting agency, the name of the court, the type of offense, the date of the disposition, the plea, the finding (guilty/not guilty/dismissed), the sentence (including suspended sentences), and probation terms. Information on probation and parole violations and revocations should also be transmitted electronically. Finally, the system must indicate whether the disposition was the result of a direct indictment.

To support the electronic interface, software must be developed to transmit the information and to receive it at the Central Repository for integration into the criminal history records database. In the long-term, the state's planned telecommunications backbone should be the mechanism for transmitting dispositions information from individual courts to the Central Repository (see Chapter V). The disposition information might be sent directly by individual courts or through the Administrative Office of the Courts (AOC) in Concord.

The new system must generate lists of cases in which arrests have been reported to the Central Repository but in which no disposition data have been received within specified time frames.

2. TRANSMITTAL OF DISPOSITION INFORMATION FROM THE COURTS TO LOCAL LAW ENFORCEMENT AGENCIES

Although the Superior and District Courts are not required by statute to provide disposition information to local arresting agencies, the courts provide disposition information

to arresting agencies within their jurisdictions to allow the agencies to maintain records and prepare reports.

2.1 Limitations of Current Procedures and Interfaces

Under current procedures, the courts provide local law enforcement agencies with disposition information on their specific arrests. This information, however, is transmitted manually. In the case of the District Courts, the information is typically transmitted by sending the hard copy Dispositions/Abstracts to the local arresting agency. In the case of the Superior Courts, disposition information is sent to local law arresting agencies in the form of the hard copy "Return from Superior Court."

If a local police department wishes to find out about a disposition from a local court without waiting for the manual forms to arrive, the officer has to show up at the hearing or call up by telephone. Police agencies do not have access to the SUSTAIN system for purposes of obtaining disposition information. For those police departments that have their own automated systems, the information on dispositions has to be key entered onto their systems, resulting in a duplication of activity between the courts and law enforcement agencies. Some law enforcement agencies have procedures for microfilming copies of the disposition forms for inclusion in case records. In all cases, local law enforcement agencies place the hard copy disposition information into case records, regardless of whether the agency is automated.

There are often delays in receiving the disposition information from the courts. An additional problem is the disposition of property and evidence. Police departments may have to store property and evidence for extended periods because of the haphazard procedures for informing the departments of the disposition of cases. An automated system would help local police departments dispose of property and evidence in a timely manner.

Manual procedures are also used to transmit disposition information from the Superior Courts. This includes the wording of the indictment and the disposition. In the typical case, the disposition information is initially sent to the County Attorney offices by the Superior Courts. The police department which made the arrest may then have to send an

officer or support staff person to pick up the disposition forms from the County Attorney's office. In some counties, law enforcement agencies are sent a printout of dispositions by the Superior Court rather than the disposition forms.

2.2 CJIS Requirements

Under the new system, information on dispositions will be sent by the courts to the appropriate local arresting agencies. The information to be transmitted should include the Tracking Number (TN), the offender's name and address, the offender's date of birth and vehicle license number, the arresting agency, the name of the court, the type of offense/RSA, the date of the disposition, the plea, the finding (guilty/not guilty/dismissed), the sentence (including suspended sentences), and probation terms. Under one scenario, the system would automatically transmit the disposition data to the appropriate arresting agency after the information is keyed into the SUSTAIN system by the court staff. Alternatively, the data on dispositions could be transmitted through a daily file transfer. The system must also provide local arresting agencies with the capacity to query the SUSTAIN system to determine the status of cases in which they have made an arrest.

3. TRANSMITTAL OF INFORMATION ON DISPOSITIONS AND APPEALS TO THE PROSECUTORS AND PUBLIC DEFENDERS

The county attorneys, city attorneys, public defenders, and the Attorney General's Office require information on the disposition of their cases for purposes of case tracking and management reporting. The prosecutors also need to obtain information on any appeals filed after a criminal conviction.

3.1 Limitations of Current Procedures and Interfaces

The county attorneys, city prosecutors, and Attorney General's Office cannot access the SUSTAIN system at the current time. They have to rely on the transmittal of manual forms or similar non-automated procedures to find out about case dispositions and appeals from the courts. The forms include the Abstracts and the Return from Superior Court (or

"MITTIMUS"). The information on dispositions then has to be key entered onto the automated systems maintained by prosecutors.

The public defenders do not currently have any automated interface with the courts or access to SUSTAIN. The majority of cases filed in the Superior Courts involve a public defender.

3.2 Requirements for the CJIS

The system must allow individual courts to transmit disposition data on adult cases to individual County Attorneys, City Attorneys, and Public Defenders within their jurisdictions and to the Attorney General's Office on its cases. The transmittal of data to each county/city attorney and public defender's office should be limited to cases in which the agency prosecuted/defended the case. The system would automatically transmit the disposition data to the Central Repository after the information has been keyed into the SUSTAIN system and validated by the court staff. The system must also provide county/city attorneys and public defenders with the capacity to query the SUSTAIN system to determine the status of cases (but not to alter any of the data). The disposition information to be transmitted must include (at a minimum) the type of sentence (for example, incarceration, probation, or fine), the sentencing date, the length of the sentence, the amount of the fine or restitution, and offender data.

4. TRANSMITTAL OF DISPOSITION AND SENTENCE INFORMATION TO THE DEPARTMENT OF CORRECTION AND COUNTY JAILS

The individual courts are responsible for notifying the State Prison and county jails of cases where offenders have been sentenced to incarceration. The courts also notify the local District Office of the DOC Division of Field Services of all cases in which the offender has been sentenced to probation. For all sentences to incarceration or probation, the courts must provide information on the offender, the offense, and the sentence.

4.1 Limitations of Current Procedures and Interfaces

The current interfaces for transmitting information on dispositions and sentences to DOC and the county jails are time-consuming and inefficient because they involve the use of manual procedures and duplication of effort. When an offender is convicted and sentenced to state prison, the courts create a MITTIMUS that defines the sentence. The State Prison will not accept a prisoner without this paperwork. The State Prison has to key the data from the MITTIMUS onto their own system, raising the possibility of data transcription errors. In addition, the staff at the State Prison have no access to the SUSTAIN system. When a defendant is sentenced to state prison, the court also sends the prison a hard copy of the indictment and the Pre-Sentence Investigation.

The courts also prepare a manual Adult Order of Commitment when an offender is sentenced to serve time in the county jail. The sentence is also recorded on the back of the Complaint. The county jail does not usually request any additional follow-up information on offenders after they have been incarcerated. However, if the offender is sentenced to serve weekends only, the jail will contact the District Court if the offender does not show up.

In cases where an offender has been sentenced to probation, the appropriate District Office of the DOC Division of Field Services is notified by the transmittal of a hard copy form stating the terms of the probation sentence.

4.2 CJIS Requirements

The system must provide for the electronic transmittal of adult disposition and sentencing information by the individual courts to the State Prison and the county jails. The system must also notify the Central Repository of all information. The transmittal must incorporate all of the information contained in the MITTIMUS, including the offender's name and date of birth, physical descriptors, other offender data, date of the sentence, length of the sentence, parole conditions, and name of the court.

The system must provide for the electronic transmittal of probation sentencing information to the DOC Division of Field Services in all cases where an offender has been sentenced to probation. This information should be transmitted automatically to the District

Offices of the Division of Field Services. The information to be transmitted must include all information on the Complaint and Abstract or the Order from Superior Court.

5. TRANSMITTAL OF INFORMATION ON INDIGENT OFFENDERS

The Office of Cost Containment is responsible for the determination of indigence and the collection of some, but not all, attorney fees when legal counsel is provided at a cost to the State. When the offender is placed on probation, the collections requirement becomes the obligation of the Division of Field Services. Critical for both the Division of Field Services and the Office of Cost Containment is clarity and timeliness of notice when an offender with an obligation to repay indigent counsel fees is placed on probation or parole.

In the usual case, the Office of Cost Containment will begin collecting attorney fees before disposition. Once disposition has occurred and probation or parole becomes part of the sentence to be served, the collections obligation transfers from the Office of Cost Containment to the Division of Field Services.

5.1 Limitations of Current Procedures

The collection obligation and offender's parole/probation status needs to be transmitted from and to the Office of Cost Containment and the Division of Field Services in a timely fashion. There is currently no automated support for this process.

5.2 CJIS Requirements

The new system must provide for the automated transmittal of information between the Office of Cost Containment and the Division of Field Services in cases involving defendants who are obligated to repay indigent counsel fees and who have been sentenced to probation.

6. TRANSMITTAL OF INFORMATION ON SEXUAL OFFENDERS

The New Hampshire Sexual Offender Registration Law requires all convicted sexual offenders to register with the state police. The registration period is for ten years in the case

of a misdemeanor conviction, and lifetime for felony conviction. The offender must re-register every year. The registration information includes his/her place of residency. The information is then forwarded to the applicable police department where the residence is located.

6.1 Limitations of Current Procedures

The current system is housed on a standalone Sun system PC. It is not compatible with other systems in use by the state police. In order for local departments to query the system for offenders, they must telephone the state police intelligence unit during regular business hours. A search is then conducted by available clerical help. This procedure is slow and cumbersome. It does not lend itself to timely access of information.

6.2 CJIS Requirements

The system must provide local departments with automated access to information on sexual offenders through an electronic linkage to the State Police database. The sexual offender database must be integrated with other systems in use at the Central Repository.

D. BENCH WARRANT AND RESTRAINING ORDER MODULE

This module of the proposed CJIS system will cover the transmittal of information on bench warrants and restraining orders to the Central Registry. Bench warrants are issued by the District Courts mostly in cases where a criminal defendant has failed to appear for a scheduled court hearing (a warrant may also be issued on other situations, such as when a person fails to send in a mail-in time payment). In Superior Court, a Criminal Arrest order is issued for failure to appear. The courts are also responsible for issuing restraining orders in domestic violence cases and other types of cases.

1. LIMITATIONS OF CURRENT PROCEDURES AND INTERFACES

With the exception of the Electronic Bench Warrant Pilot that is operational in the Salem and Auburn District Courts, there is currently no procedure for transmitting

information on bench warrants or restraining orders either manually or electronically from the courts to the Central Repository. Accordingly, there is no system in place for broadcasting this information to local law enforcement agencies or prosecutors statewide.

As noted in Chapter II, the Electronic Bench Warrant Pilot has been in operation for several months in two District Courts and is due to be expanded to all District Courts statewide in the near future. Under this pilot project, new bench warrants are transmitted electronically on a nightly basis from the SUSTAIN system to the Central Repository to update the outstanding warrant files. This information is then available to local law enforcement agencies through the SPOTS terminals. It is hoped that the Electronic Bench Warrant System will be expanded to all District Courts by the end of 1995. The AOC is also planning to expand the system to include restraining orders in domestic violence cases. The Central Repository is in the process of deciding on the specific types of data that might be transmitted on restraining orders.

Except for the Salem and Auburn District Courts, therefore, the District Courts are not transmitting their warrants to the Central Repository for statewide dissemination to law enforcement agencies. Instead, the warrants are sent manually only to the local law enforcement agencies within the jurisdiction of each District Court. Likewise, the Superior Courts do not notify the Central Repository of warrants for statewide dissemination. Instead, the county sheriffs offices are notified manually, and the sheriff's staff are responsible for entering the warrants onto the NCIC system.

2. REQUIREMENTS FOR THE NEW CJIS SYSTEM

The CJIS must provide for the automated transmittal of bench warrant and restraining order information from each of the District and Superior Courts to the Central Repository for statewide access by local law enforcement agencies. In the short-term, the Electronic Bench Warrant Pilot can serve as an interim solution when it is expanded statewide. In the long-term, however, the transmittal of information on bench warrants and restraining orders should be conducted through the planned backbone telecommunications system. This could be accomplished either by immediate transmittal of data once it is keyed by court personnel

or through a system of daily file transfers. For bench warrants or arrest orders, the information to be transmitted should include the name of the defendant, the name of the court, the offense, the date of the warrant, the original Tracking Number, and other relevant information. The system must also provide for the real-time transmittal of information on the cancellation of warrants as soon as they are cancelled.

E. PRE-SENTENCE INVESTIGATION MODULE

The Pre-Sentence Investigation Module of the new system will address the follow functions and interfaces:

- o transmittal of PSI requests by the courts; and
- o transmittal of PSI reports and documentation.

1. REQUESTS BY THE COURTS FOR PRE-SENTENCE INVESTIGATIONS

In cases where an defendant has been convicted and is awaiting sentencing, the courts notify the appropriate District Offices of the DOC Division of Field Services that a Pre-Sentence Investigation is required. A Probation Officer is then assigned to prepare the PSI. After a Probation Officer is notified by the court that a PSI is necessary, the Officer has to contact the County Attorney to obtain information on the case.

1.1 Limitations of Current Procedures and Interfaces

The current procedures for requesting, preparing and submitting PSI reports are inefficient and time-consuming and create unnecessary clerical work for court personnel and probation officers. There is also a time lag in the submission of the PSI reports because of these inefficient procedures.

The courts rely on a manual interface with the DOC Division of Field Services. In the event of a conviction by plea or trial, a request for a Pre-Sentence Investigation report is triggered. This is sent manually to the local District Office of the Division of Field Services, which has between 30 and 45 days to prepare the report. Only the basic case information is transmitted, including a copy of the Complaint and Abstract and other relevant documents.

The Probation Officer interviews the defendant to obtain additional information and conducts a criminal records search. The Division of Field Services then sets up its own file for the case. The Probation Officer also obtains a copy of the case file from the County Attorney.

The Probation Officer who is preparing the PSI is given a photocopy of the County Attorney's file for the offender. The documents that are typically copied include the discovery side of the file, as well as the Indictment/Complaint, the Referral Sheet, the Arrest report, and other documents. After the PSI has been completed, it is sent to the court, where the Assistant County Attorney will review it.

1.2 CJIS Requirements

The system must allow the individual courts to notify the DOC's Division of Field Services automatically of cases in which a Pre-Sentence Investigation (PSI) is required. This notification should be transmitted to the appropriate District Office and must include the name of the offender, the name of the court, the offense, the conviction date, the deadline for the PSI, and other necessary information.

The new system should provide Probation Officers with automated access to the data maintained by the prosecutor or District Court to obtain required information for the preparation of PSI reports. In the longer-term, imaging might be used to allow Probation Officers to review case file documents through an electronic interface.

The system must provide the Probation Officer with automated access to arrest and disposition data on each case through direct access to the Central Repository. The system must allow the Probation Officer to copy this information into an automated PSI report format.

2. TRANSMITTAL OF PRE-SENTENCE INVESTIGATION (PSI) REPORTS AND DOCUMENTATION

After completing the PSI report, the Probation Officer is responsible for sending it to the court and notifying the county attorney that the report has been completed.

2.1 Limitations of Current Procedures and Interfaces

The current process for notifying the county attorney and for submitting the PSI is completely manual.

2.2 CJIS Requirements

The system must also allow the Probation Officer to notify the County Attorney when a PSI has been completed and to transmit the contents of the report to the court electronically. The system should also allow the County Attorney staff to determine the status of a PSI to assist in case scheduling.

F. INCARCERATION, PROBATION, AND PAROLE MODULE

This module of the CJIS system will encompass the following functions and interfaces:

- o transmittal of information on inmates and releases to the Central Repository;
- o transmittal of information on the probation and parole status of arrestees;
- o transmittal of information on releases and parole hearings to the victim-witness coordinators;
- o transmittal of information on probation violations; and
- o sentence reduction petitions.

1. TRANSMITTAL OF INFORMATION FROM THE DEPARTMENT OF CORRECTIONS TO THE CENTRAL REPOSITORY

The Department of Corrections sends the Central Repository information on all new inmates received at the State Prison. In addition, DOC is responsible for sending the Central Repository information on releases of inmates on parole or at sentence expiration.

1.1 Limitations of Current Procedures and Interfaces

The State Prison relies on the use of inefficient manual procedures to send the Central Repository information on new inmates. The State Prison sends a set of fingerprint cards and a photograph, as well as a form indicating how long the inmate will be at the prison. The State Prison obtains fingerprints for all new inmates even if the fingerprints have already been obtained by the arresting agency and transmitted to the Central Repository. The DOC fingerprint cards are placed in the offender's file by Central Repository staff. The Central Repository also receives fingerprint cards from several of the county jails.

The State Prison used to send information to the Central Repository on prisoner releases but is no longer doing so. Instead, as noted below, information on prisoner releases is disseminated to individual Victim-Witness Coordinators at the county attorney offices.

1.2 Requirements for the CJIS

The CJIS system should allow DOC staff to transmit information on new inmates electronically to the Central Repository. This information should include all of the fields that DOC staff currently enter on the fingerprint cards. The system should provide for the automated transmittal of information on prisoner releases to the Central Repository.

2. TRANSMITTAL OF INFORMATION ON THE PROBATION AND PAROLE STATUS OF ARRESTEES

Local law enforcement agencies need to have ready access to information on an arrestee's parole or probation status. In particular, this information is needed so that arrestees are not released on bail until the DOC has had the opportunity to decide whether they should be detained pending subsequent violation proceedings.

2.1 Limitations of Current Procedures and Interfaces

The current procedures for alerting local law enforcement agencies of the parole or probation status of arrestees or other individuals are inadequate. As a result, law

enforcement agencies may not always be able to determine whether an arrestee or other person involved in a service call is on probation or parole.

Local law enforcement agencies do not have access to the automated system currently maintained by the DOC 's Division of Field Services to find out if an arrestee is on probation or parole. Instead, the Division conducts a computer run every 30 days on its current caseload and distributes hard copy listings to each police department, covering only those persons residing in the department's local jurisdiction. Some police departments then key enter this data into their automated systems so that the information will be available to dispatchers as part of Computer-Aided Dispatching (CAD) systems. Most police departments, however, simply conduct a visual cross-check of the lists to determine if an arrestee is on probation or parole.

As a recent refinement, the DOC Division of Field Services has developed an agreement with the Department of Safety (DOS) and the Department of Motor Vehicles (DMV) to establish a data link with the Division's network. On a daily basis, the Division creates a tape of all active offenders on probation or parole and hand carries the tape to the DMV, which downloads the data into its automated system. With this approach, a police officer who stops someone for a vehicle check can find out if the person is on probation or parole. This system has only been in place for about a month.

If a person on probation or parole is arrested, the appropriate District Office of the DOC Division of Field Services is usually notified by the arresting agency by telephone during regular business hours.

2.2 Requirements for the CJIS

The system must provide for the automated transmittal of information to local arresting agencies on all offenders currently on probation and parole statewide. This information must include the name and address of the offender, identifying characteristics, the name and telephone number of the Probation/Parole Officer, parole/probation conditions (for example, curfews, no driving, or no alcohol), expiration date, type of offender (violent

versus non-violent), sex offender, and other items. The transmittal of this information might be achieved in either of the following ways:

- o establishing an automated linkage between the Division of Field Services and the Central Repository, thereby allowing local arresting agencies to obtain information through the SPOTS system; or
- o directly transmitting the data to the local arresting agencies.

The system would transmit the data electronically into the automated systems of local arresting agencies so that the data can be incorporated into Computer Aided Dispatching (CAD) systems. Local police departments which are not automated would receive the data in the form of printouts until they can be connected to the network.

3. TRANSMITTAL OF INFORMATION ON RELEASES AND PAROLE HEARINGS

The Offender Records Unit at the State Prison is responsible for notifying the county Victim-Witness Coordinators of releases involving the expiration of sentences or court-ordered releases, while the Parole Board is responsible for notifying the Victim-Witness Coordinators of all parole releases.

3.1 Limitations of Current Procedures and Interfaces

The above notifications are currently conducted manually. A manual tickler system is used by the Offender Records Unit to identify the upcoming sentence expiration releases, and the Victim-Witness Coordinators are then notified by telephone. There are plans to automate the tickler system, but not the notification process, when the new DOC automated system is implemented. The Parole Board also uses manual procedures to notify the County Attorneys of upcoming parole hearings and releases.

3.2 CJIS Requirements

The system must provide an automated interface for the transmittal of information on releases by the Offender Records Unit to local County Attorneys for purposes of allowing the Victim-Witness Coordinators to notify victims. One option would be to transmit the

information to the Central Repository, which would then be responsible for transmitting the data to the local County Attorneys.

The system must also provide for the automated transmittal of information on scheduled parole hearings to the County Attorneys for dissemination to local Victim-Witness Coordinators. This might also be transmitted through the Central Repository.

4. TRANSMITTAL OF INFORMATION ON PROBATION VIOLATIONS

If a Probation Officer wishes to recommend a probation violation in the event of a re-arrest or other violation, the case must be referred to the appropriate County Attorney for prosecution and to the court for a decision.

4.1 Limitations of Current Procedures and Interfaces

When recommending a probation revocation, the District Office of the DOC Division of Field Services transmits the necessary paperwork to the County Attorney and to the court. This process involves photocopying of case documents and manual transmittal of copies. The District Office also updates the Division's automated system to reflect this action.

4.2 CJIS Requirements

The new system must allow the District Offices of the DOC Division of Field Services to notify the county attorneys and courts automatically of recommendations for probation revocations. This must include information on the offender, the nature of the violation, the date of the violation, and the name of the Probation Officer. In the longer-term, imaging of documents might be incorporated into the system to allow the county attorney to review relevant case materials automatically.

5. SENTENCE REDUCTION PETITIONS

Under New Hampshire law, inmates can file for a sentence reduction after serving a certain period of time. If an inmate files a motion for sentence reduction, the County Attorney in the appropriate jurisdiction is notified.

5.1 Limitations of Current Procedures

In sentence reduction cases, the court asks the Offender Records Unit at the State Prison for a "court synopsis" of the offender's case file. Based on this synopsis, the Warden makes a recommendation to the court. The Offender Records Unit prepares an estimated 12 to 15 court synopses per week. The information is transmitted manually to the courts and County Attorneys.

5.2 CJIS Requirements

The new system must allow DOC to send the court synopsis electronically to the court, including all necessary information about the case and the offender (such as disciplinary history while incarcerated and good time accumulated). The system must also allow the Offender Records Unit to transmit the court synopses electronically to the County Attorneys.

* * * * *

This chapter identified the major system modules and functional requirements for the CJIS system. In the next chapter, we describe the proposed conceptual systems design and architecture for the CJIS.